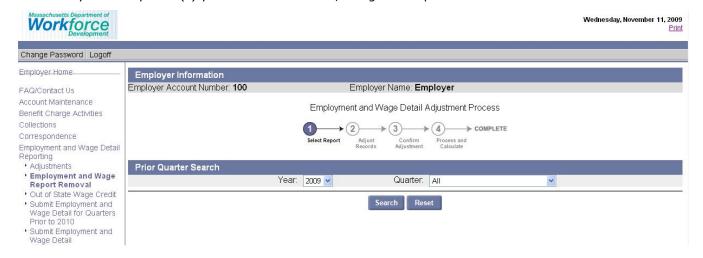
EMPLOYMENT AND WAGE REPORT REMOVAL

Introduction

This section of the user guide will show how an authorized user can remove previously submitted employment and wage detail records. The system provides the capability to remove erroneously submitted employment and wage detail records and using this option will delete the records completely for the chosen year/quarter. The removal will be treated as an adjustment and will be shown in the employment and wage detail submission history. After removing the incorrect wage detail report for a quarter, you will be able to enter wage details for the same quarter, using the standard submission process.

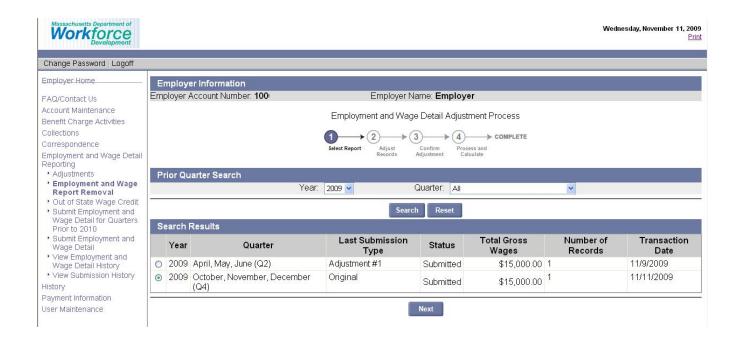
Step-by-Step Instructions:

- 1. Navigate to the employment and wage detail home page using the instructions provided in the section 'Navigating to Employment and Wage Detail Reporting'.
- 2. Click on the link 'Employment and Wage Report Removal'. The following screen will appear. Select the year and quarter(s) you wish to search for, using the drop down menus. Click on 'Search'.

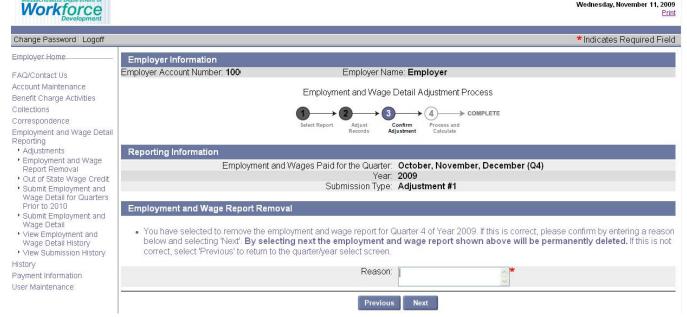


3. The search results will display the list of existing wage detail records. Select the quarter you wish to remove the wage detail records, using the radio button. Click 'Next'.

QUEST - Employer User Guide



4. The following screen will appear, displaying a message to verify your decision to remove the wage report. To proceed, enter a reason for deletion and click 'Next'.



- 5. On the next page, the details of the adjustment will be displayed, indicating a reversal of the charges from the original submission. Click 'Submit' to proceed with the removal.
- 6. A confirmation number will be displayed, indicating that the process completed successfully.